

APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package:

This solicitation serves as the application package for this grant and contains all the instructions that a potential applicant requires to apply for grant funding. The application should be written primarily as a narrative with the addition of standard forms required by the Federal government for all grants.

Application materials will be available for download at <http://www.grants.gov>. Please note that the Office of Consumer Information and Insurance Oversight is requiring applications for all announcements to be submitted electronically through <http://www.grants.gov>. For assistance with <http://www.grants.gov>, contact support@grants.gov or 1-800-518-4726. At <http://www.grants.gov>, applicants will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the grants.gov website. The solicitation can also be viewed on the Department of Health and Human Services website at <http://www.hhs.gov/ociio/index.html>.

Specific instructions for applications submitted via <http://www.grants.gov>:

- You can access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the CFDA number **93.519**.
- At the <http://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. The Office of Consumer Information and Insurance Oversight strongly recommends that you do not wait until the application due date to begin the application process through <http://www.grants.gov> because of the time delay.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. The DUNS number is a nine-digit identification number that uniquely identifies business entities. Obtaining a DUNS number is easy and there is no charge. To obtain a DUNS number, access the following Website: www.dunandbradstreet.com or call 1-866-705-5711. This number should be entered in the block with the applicant's name and address on the cover page of the application (Item 8c on the Form SF-424, Application for Federal Assistance). The name and address in the application should be exactly as given for the DUNS number.
- The applicant must also register in the Central Contractor Registration (CCR) database in order to be able to submit the application. You should allow a minimum of five days to complete the CCR registration. Information about CCR is available at <http://www.ccr.gov>. The central contractor registration process is a separate process from submitting an application. Applicants are encouraged to register early. In some cases, the registration process can take approximately two weeks to be completed. Therefore, registration should be completed in sufficient time to ensure that it does not impair your ability to meet required submission deadlines.
- Authorized Organization Representative: The Authorized Organization Representative (AOR) who will officially submit applications on behalf of the organization must register with Grants.gov for a username and password. Potential AOR's must wait 1 business day after registration in CCR before entering their profiles in Grants.gov. AOR's must complete a profile with Grants.gov using their organization's DUNS Number to obtain their username and password. http://grants.gov/applicants/get_registered.jsp

- When an AOR registers with Grants.gov, the E-Biz POC will receive an email notification. The E-Biz POC must login to Grants.gov (using your organization's DUNS number for a username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications.
- When an AOR registers with Grants.gov to submit applications on behalf of an organization, that organization's E-Biz POC will receive an email notification. The email address provided in the profile will be the email used to send the notification from Grants.gov to the E-Biz POC with the AOR copied on the correspondence.

The E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the special password called "M-PIN") and approve the AOR, thereby providing permission to submit applications.

- You must submit all documents electronically in PDF format, including all information included on the SF 424 and all necessary assurances and certifications, and all other attachments.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the Grants.gov compatibility information and submission instructions provided at <http://www.grants.gov>. Click on "Vista and Microsoft Office 2007 Compatibility Information."
- Your application must comply with any page limitation requirements described in this Program Announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from <http://www.grants.gov> that contains a Grants.gov tracking number. OCIO will retrieve your application form from Grants.gov.
- After OCIO retrieves your application form from Grants.gov, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by Grants.gov.
- Each year organizations and entities registered to apply for Federal grants through <http://www.grants.gov> will need to renew their registration with the Central Contractor Registry (CCR). You can register with the CCR online and it will take about 30 minutes (<http://www.ccr.gov>).

Applications cannot be accepted through any email address. Full applications cannot be accepted through any website other than <http://www.grants.gov>. Full applications cannot be received via paper mail, courier, or delivery service.

All grant applications must be submitted electronically and be received through <http://www.grants.gov> by 11:59 p.m. Eastern Daylight Time on September 10, 2010 to be considered "on time." All applications will receive an automatic time stamp upon submission and applicants will receive an automatic e-mail reply acknowledging the application's receipt.

To be considered timely, applications must be sent on or before the published deadline date. However, a general extension of a published application deadline that affects all applicants or only those applicants in a defined geographical area when justified by circumstances such as acts of God (e.g., floods or hurricanes), widespread disruptions of mail service, or disruptions of electronic (e.g., application receipt services) or other services, such as a prolonged blackout, that affect the public at large may be authorized.

Applicants that do not adhere to the timelines for Central Contractor Registry (CCR) and/or Grants.gov registration and/or request timely assistance with technical issues will not be considered for a waiver to submit a paper application.

No other deadline extensions are permitted.

B. Format, Standard Form (SF) and Content Requirements:

Each application must include all contents described below, in the order indicated, and in conformance with the following specifications:

Double-space all narrative pages. The project abstract may be single-spaced.

All applications must meet the requirements outlined in Section III, *Eligibility Information* and Section IV, *Application and Submission Information*. Applicants are strongly encouraged to thoroughly review information provided in Section V, *Application Review Criteria and Information*.

The application Project Narrative will not exceed 10 pages in length, and the Budget Narrative will not exceed 3 additional pages (a total of 13 pages in length). The additional supporting documentation listed below is excluded from the page limitation.

The following documents are required for a complete application:

1. Cover Sheet and Standard Forms

The applicant must include the project narrative as an attachment to the application packet.

Mandatory documents for all applicants include:

- Application forms:
 - SF-424 – Non Construction
 - SF-424A – Non Construction
 - SF-424B – Non Construction
- Project Site Location Form.
- Budget Narrative (must be single spaced).
- Project Narrative (must not exceed 10 pages).
- Biographical sketches for all Key Personnel.
- Disclosure of Lobbying Activities (SF-LLL) (if applicable).
 - Documentation of current OMB A-133 required Financial Audit, if applicable
- Additional Assurance Certifications (forms will be available for download as part of the application package in Grants.gov)

Note: On SF 424 “Application for Federal Assistance”:

- Item 15 “Descriptive Title of Applicant’s Project.” Please indicate in this section the name of this grant: **Affordable Care Act (ACA) – Consumer Assistance Program Grants.**
- Check box “C” to item 19, as Review by State Executive Order 12372 does not apply to these grants.
- Assure that the total Federal grant funding requested is for the period of the grant.

2. Application Check-off Cover Sheet: Complete the check-off cover sheet as indicated; refer to Attachment A.

3. Applicant’s Application Cover Letter:

A letter from the applicant must identify the:

- Eligible entity (e.g., State department of insurance, State contracting with a non-profit organization, etc.);
- Title of the project; and
- Principal Investigator/Project Director of the grant project with contact information.

The letter should indicate that the submitting agency or Lead Agency has existing authority to oversee and coordinate the proposed activities or can demonstrate a plausible plan for obtaining such authority.

4. Project Abstract:

A one-page abstract should serve as a succinct description of the proposed project and must include the goals of the project, the total budget, and a description of how the grant will be used to enhance consumer assistance activities in the State.

5. Project Narrative (as outlined in Section V. A. 1., *Project Narrative Instructions*)

6. Work Plan and Time Line (as outlined in Section V. A. 2., *Work Plan and Time Line*)

7. Proposed Budget (as outlined below and in Section V. A. 3., *Budget Narrative*)

The applicant is required to provide a detailed budget for the grant period. The budget presentation must include the following:

- Estimated Budget Total.
- Current State funding for the program, if the State currently devotes funding to such program. The amount that was spent in the preceding fiscal year on consumer assistance activities for the Maintenance of Effort requirement (MOE).
- Total estimated funding requirements for each of the following line items, and a break down for each line item by grant year:
 - Personnel

- Fringe benefits
- Contractual costs, including subcontract contracts
- Equipment
- Supplies
- Travel
- Indirect charges, in compliance with the appropriate OMB Circulars. If requesting indirect costs in the budget, a copy of the indirect cost rate agreement is required.
- Other costs
- Completion of the Budget Form 424A remains a requirement for consideration of your application. This Estimated Budget Presentation is an important part of your proposal and will be reviewed carefully by HHS staff. Remember all quarters of the budget must be included on this form.
- Provide budget notes for major expenditures and notes on personnel costs and major contractual costs.

8. Appendices

- Required Attachments as indicated in this solicitation (and as referenced in Section V. A. 4., Required Supporting Documentation).
- Resumes/Job Descriptions for Project Director and Assistant Director and the percentage of time that each person will be working on this project and the percentage of time that each will spend on duties outside of the grant activities.